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EDI events calendar 2024: retrospective and next steps

12 November 2024

Today's agenda

1. Context to EDI events calendar approach for 2024

2. Retrospective reflection on EDI events calendar 2024:

   – What went well - biggest successes?

   – What didn't go so well - biggest challenges?

   – What we do differently next time?

3. Next steps

Context

- **Background:**
  - Launched an internal EDI events calendar in 2023 to highlight key awareness events which the EDI team, Internal comms team and Diversity Networks have identified to mark.
  - Aim for 2024, was to build on our existing internal EDI calendar by adopting a more targeted approach designed to upskill people managers and colleagues on key EDI topics through variety of communications channels including Atlas, People Manager briefings sessions and Directorate stand-ups, as appropriate, with a focus on religion and belief.
- **Purpose:** raise awareness and understanding of xxx. It is also a useful reference for all colleagues as it can be used to support planning, events and help respond to requests for flexibility
- **Process:** Prepare forward look for next quarter plans signed off by Head of People and Partnering

Key design principles

- Content needs to balance a wide range of EDI topics to reflect the:
  - Protected characteristics
  - EDI Strategy targets to improve diversity declaration rates and for disability, minority ethnic and LGBT+ representation
  - Year 3 EDI Strategy four new areas of focus: Religion and belief, social mobility, age, and neurodiversity
  - Diversity Network plans
- Need to maximise impact, avoid oversaturation and EDI fatigue through a maximum of 2-3 key EDI events per month
- Be manageable within existing resourcing capacity of the EDI team and Internal comms team

Current approach / process

- Quarterly EDI calendar approach
- Planning:
  - Fortnightly EDI/comms meetings
  - Diversity network / People team meeting agenda item every other month to discuss plans
- Design: online PDF version by comms team
- Publication: on Atlas EDI hub for all colleagues
- Delivery:
  - Planned events - EDI / IC/ Diversity Networks
  - Unplanned events - Diversity networks / Colleagues
  - Promoted via Atlas / Signpost (where appropriate / timing fits) / by Diversity Networks

What went well – biggest successes?

- Content:
  - Covered range of topics
  - Met the key design principles
  - Topics chosen were appropriate – gaps existed / colleagues interested in
  - Interesting content in the events eg Me Network away day, NIW.
- Impact:
  - Engagement from colleagues asking to contribute to content eg religion and belief
  - Positive feedback from colleagues using materials provided eg Ramadan
  - Raising awareness
  - Colleagues valued in person engagement opportunities – eg NIW Meet the Networks event
- Ways of working:
  - EDI and IC team working together regular fortnightly catch ups – focus and attention
  - Quarterly approach / process in place
  - Diversity network and People team meeting agenda item

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What didn't go so well – biggest challenges?

- **Event planning:**
  - Ad hoc / unplanned events from diversity networks and colleagues which is hard to manage within IC/EDI resources
  - Too much content which can get lost in large volume of Atlas content
  - Colleagues lack of understanding of what we cover and what we don't cover and why (ie can't cover everything)
  - Lack of understanding how much time need by IC – not simply here it is can you publish it
  - Needs a more strategic collaborative upfront approach
- **EDI calendar (product):**
  - Lack of capacity from design team to support
  - Needs to be more intuitive and accessible from user perspective so EDI/IC/diversity networks can own and edit and is available for all colleagues to view
- **Promotion:**
  - Engaging the unengaged – core group engaged and attend events – need to engage all colleagues

What we do differently next time?

- Communicate the EDI calendar approach better – content (this is what we cover, this is what we don't cover and why / how decisions are made / need to be strategic), and process.

- Educate network sponsors and co-chairs to see how we can work better.

- Add a recurring item to new EDI steering committee agenda time forward look - big forward planning meeting and there after recurring slot – this is what doing and when need it by.

- Be more assertive – diversity networks and colleagues need to involve IC/EDI upfront and bring item 3-4 weeks to allow time for promotion and publication

- Adopt a 'less is more ethos' with maximum of 2 events per month for more impactful better run events and better promotion

- Calendar design – needs to be more accessible to all
  - TPR events - these are our priorities / link to IE calendar
  - Investigate SharePoint calendar capabilities

- Trial feedback via suggestion box

Next steps – action plan:

- **EDI calendar approach comms** – November/December/January
  - Share feedback and proposals with ████████████████████████ (November) (ALL)
  - Educate EDI steering committee / diversity networks about challenges and invite feedback on proposed calendar approach (December) (████████)
  - Educate colleagues on EDI calendar approach (January) (████████)
- **Event planning approach** – December/January:
  - Add recurring 'EDI calendar forward planner' item to new EDI steering committee agenda planner (███)
  - Ask diversity networks to identify a maximum of two key events to mark in 2025 (████████)
  - EDI steering committee to identify which events TPR will mark and agree which one diversity network event will give a big promotion (████████)
  - Ask diversity networks to engage with EDI/IC upfront in the planning stage (████████)
  - Introduce a 3-4 deadline to provide materials to EDI/IC team for review and promotion
- **EDI calendar design** - December/January
  - Interim – promote TPR events only and link to wider external events via a link to the Inclusive Employers events calendar (████████)
  - Investigate SharePoint capabilities (calendar and Teams channel) (████)
  - Investigate Outlook capabilities (including All Diversity Network Group Calendar and Inclusive Employers Outlook calendar add on) (████████)
- Trial feedback via suggestion box (████)

Appendix: suggested themes for 2025

- Main three: Disability / age / social mobility

- Memberships: LGBT Great / BDF

- Sexism

- Mental health

- Engaging the unengaged

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Paper title:	**EDI Calendar Review**
Agenda item:	5
Committee:	EDI Steering Committee
Meeting date:	9 December 2024
Paper author:	██████████████████████████
Paper sponsor:	-
Reason for paper:	Decision / Steer

1. Executive Summary

1.1 The EDI and Internal Communications team have carried out a retrospective reflection to review the EDI calendar approach in 2024. The issues that EDI and Internal Communications team have recognised are set out on slide 3 along with suggested recommendations on slide 4.

1.2 The committee is asked to:

a) Discuss the issues on slide 3 and come ready discuss any other issues you are aware of

b) Agree / provide a steer on the recommendations on slide 4

2. Background

- TPR's internal EDI events calendar identifies important dates throughout the year and highlights those which TPR and our Diversity Networks have chosen to recognise.

- The purpose of the calendar is to help raise awareness and create an inclusive culture. It is also a useful reference for all colleagues to support planning, events and help respond to requests for flexibility.

- The quarterly EDI calendar forward planner is agreed at the Diversity Networks and People Team meeting chaired by the People and Culture Director.

- The EDI calendar is published on the EDI hub on a quarterly basis.

- Events are promoted via internal comms channels and Diversity Network channels.

2. Background – key design principles

- Content needs to balance a wide range of EDI topics to reflect the:
  - Protected characteristics
  - EDI Strategy targets to improve diversity declaration rates and for disability, minority ethnic and LGBT+ representation
  - EDI Strategy areas of focus (Year 3: Religion and belief, social mobility, age, and neurodiversity)
  - Diversity Network plans
- Need to maximise impact, avoid oversaturation and EDI fatigue through a maximum of 2-3 key EDI events per month
- Be manageable within existing resourcing capacity of the EDI team and Internal comms team

3. Issues identified by EDI/IC team

- **Event planning:**
  - In 2024 delivered c.44 events - average 3-4 per month (see **Appendix 1** for a breakdown of the number of events in 2024)
    - More than 2-3/month set out in key design principles
    - Hard to manage within existing internal comms/EDI resources
    - Messages get lost in large volume of Atlas content
    - Feedback received from colleagues that they do not have time to attend events
  - Short notice given to internal comms to deliver planned events (eg 2-3 days)
  - Ad hoc unplanned events from diversity networks and colleagues at short notice (eg 2-3 days)
  - Lack of understanding how internal comms can assist in promotion and time needed to support
  - Lack of colleague understanding of what we cover and what we don't cover and why (ie can't cover everything)
- **Calendar design:**
  - Lack of capacity from comms team to design a TPR calendar with internal and external events
  - Calendar needs to be more intuitive and accessible from user perspective so EDI/IC/diversity networks can own and edit and is available for all colleagues to view (SharePoint in pipeline)
- **Promotion and engagement:**
  - Need more support from Diversity Network Sponsors and people managers to promote events at Directorate and Team meetings
  - Engaging the unengaged – core group engaged and attend events – need to engage all colleagues

EDI Steering committee members feedback?

4. Recommendations – agree / provide steer

1. **Event planning** – December/January:
   a) EDI Steering Committee takes on responsibility for overseeing the quarterly EDI calendar forward planner
   b) Each Diversity network to identify a maximum of two key events to mark in 2025 and outline what support will be required from TPR
   c) EDI/IC team to identify which events and themes TPR will mark in 2025
   d) EDI Steering Committee to agree EDI calendar for 2025
   e) Introduce a more structured process with a 4-week deadline to provide materials to EDI/IC team for content review and promotion

2. **Calendar design -** December/January
   a) TPR calendar to include TPR events only with a link to external events via a link to the Inclusive Employers events calendar (interim measure whilst SharePoint on hold)
   b) Investigate SharePoint capabilities (calendar and Teams channel) (on hold)

3. **Promotion and engagement** – January and ongoing
   a) Publish communications to educate colleagues on EDI calendar approach and process
   b) Engage with Diversity Network Sponsors and people managers to promote events at Directorate and Team meetings
   c) Trial feedback via suggestion box

Appendix 1 – EDI calendar 2024 - MI

Quarter	Total number of events per quarter in 2024:	Number of events per month in 2024:
Q4 (Jan to March)	11	Jan: 1 Feb: 3 March: 5
Q1 (April to June)	13	April: 3 May: 5 June: 5
Q2 (July to Sept)	7	July: 3 August: 1 Sept: 4
Q3 (Oct to Dec)	13	Oct: 5 Nov: 5 Dec: 3
Total:	44	Average: 3.67 per month

PDMC: Internal EDI events calendar approach for 2024
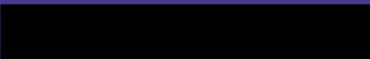
By
8 November 2023

Purpose

- This paper provides PDMC with an
  - Outline of the proposed approach to TPR's internal EDI events calendar for 2024
  - An overview of the EDI Strategy targets and Year 3 priority areas
- PDMC is asked to:
  1. Approve the planned approach for 2024
  2. Make a decision on key corporate EDI topics for Q4 2023-24
  3. Provide feedback on draft suite of communication materials
  4. Agree next steps

1. Proposed approach for 2024

- Build on our existing internal EDI events calendar by adopting a more targeted approach designed to upskill people managers and colleagues on key corporate EDI topics (see **Appendix 1** for Background to TPR's EDI calendar)

- Proposed new approach:

  - Identify one key corporate EDI topics per month to upskill people managers and colleagues on in 2024 via PDMC quarterly review

  - Develop a People Managers guide and/or learning via the PIB toolkit to underpin key corporate EDI topics identified

  - Communicate the guide and/or PIB toolkit resources through a variety of channels including Atlas, People Manager briefings sessions, Directorate/Team stand-ups, and EDI resources page

  - In addition, create a religion and belief calendar for the recruitment team to build into their planning

2. Key corporate EDI topics: EDI Strategy targets (1/2)

Category	2025 Target
Diversity declaration	95% average diversity declaration rate at organisation level 90% minimum declaration rate for each characteristic
Representation	Organisation level - 19% minority ethnicity, 10.6% LGBTQ+, 7% Disability
	Grade level - (Business Lead, SLT and Executive level) **minimum** of 10% ethnic minority, 10% LGBTQ+ and 7% Disability
Diversity pay gaps	No more than 3% and no less than –3% across all; gender, sexuality, disability and ethnicity
Inclusion gaps	0%

- Four new areas of focus have been identified for the Year 3 EDI Strategy, namely

  - Religion and belief

  - Social mobility

  - Age

  - Neurodiversity

- Key awareness days have been built into the EDI calendar 2024 to support these four new areas of focus - see **Appendix 2** for details

3. Draft suite of communications materials

- Each key corporate EDI topic identified will be underpinned by a People Managers guide and/or PIB resources to be communicated through a variety of channels including Atlas, People Manager briefings sessions, Directorate/Team stand-ups, and EDI resources page as appropriate

- See draft examples of communication materials, focused on Carers, below:

  - **Atlas article for all colleagues**: Example Marking Carers Rights Day on 23 November 2023

  - **People Manager guide**: Draft example - PDMC - EDI calendar - People Manager guide to supporting carers in the workplace.pptx

  - **Directorate / team stand-up briefings presentation deck**: Draft example – PDMC - EDI calendar - Directorate Standup briefing - Carer's Rights Day.pptx

EDI calendar forward look for Q4 January to March 2024*

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January: Mental Health, Staff Networks (tbc), Cultural awareness (+ Quarterly EDI report)	**February:** LGBT and Mental Health	**March:** Women, Religion, Family (+ Diversity Pay Gap Report)
• Blue Monday (Time to Change Champions) • Get to know the Networks event (Diversity Networks) • Chinese New Year (Me Network) • + EDI Strategy quarterly progress report Q3 2023-24 (EDI team)	• LGBT History Month (Proud) • Time to Talk Day (TTC)	• International Women's Day (Women's Network) • Ramadan (EDI team / Me Network) (NEW) • Mother's Day (Balance Network) • + Diversity Pay Gap Report 2023 (EDI team)

*Note: All Diversity Network events TBC / Draft EDI calendar for Q1-3 2024-25 set out in **Appendix 3**

PDMC asked to:

1. Approve the overall planned approach for 2024

2. Identify the key corporate EDI events for Q4 2023-24 supported by People Manager Guide and/or PIB toolkit resources

3. Provide feedback on draft communication materials

4. Agree next steps

Next steps

- Nov 2023: the EDI team will
  - Engage with L&D team to share key corporate EDI topics identified
  - Engage with the People team to build corporate EDI topics into People Manager briefing calendar
  - Engage Diversity Networks to share the corporate approach for 2024 and confirm their plans for 2024 (28 Nov)
- Dec 2023:
  - EDI and Internal comms team finalise 2024 EDI calendar
  - Create a wider religion and belief calendar for the recruitment team
- Jan 2024:
  - EDI calendar published and new approach implemented
  - PDMC quarterly review of EDI topics for Q1 2024-25

Appendix 1

Background to TPR's EDI calendar

Overview of TPR's internal EDI events calendar

- TPR introduced a formal internal EDI events calendar in April 2023 which runs until December 2023: EDI events and news

- Objectives of the calendar:

  - To enable the effective planning, resourcing and communication of key internal corporate EDI and Diversity Network events for the year

  - To raise awareness of range of different EDI topics throughout the year

  - To maintain existing events and promote/start conversations on wider range of EDI topics

  - To increase colleague attendance at events by sharing the calendar of events in advance

Key design principles

- Calendar includes corporate EDI and Diversity Network events

- Months are centred around themes

- Corporate EDI events focused on supporting EDI Strategy objectives

- Maximum of 2 key EDI events per month to maximise impact and increase attendance

- EDI events agreed in advance

- Unplanned events subject to IC resourcing – early engagement needed

- EDI calendar publicised to all colleagues on EDI hub

- Diversity networks have allocated budget which can be used for speakers

Appendix 2

Key awareness days identified and built into the EDI calendar 2024 to support the Year 3 EDI Strategy areas of focus

Key events have been identified and built into the EDI calendar 2024:

- Religion and belief:
  - Islamic: Ramadan (10 March - 8 April) (maintained)
  - Sikh: Vaisakhi (13 April) (new)
  - Buddhism: Wesak, Vesak or Visakah Puja (Buddha Day) (23 May) (new)
  - Jewish: Rosh Hashanah (Jewish New Year) (2-4 October) (new)
  - Hindu: Diwali (1 November) (maintained)
  - Christian: Christmas Day (25 December) (new)
  - Plus messaging around atheism (new)

Key corporate EDI topics identified for 2024 (2/2)

- Neurodiversity:
  - Autism awareness month (April) (new)
- Age:
  - Dementia action awareness (20-26 May) (maintained)
- Social mobility:
  - Social Mobility Awareness Day (13 June) (new)

Appendix 3

Draft EDI calendar Q1 – 3 2024-25

Themes – Q1 April to June 2024

April: Autism, Religion and belief (+ EDI quarterly progress report)	May: Mental Health, Age, Religion and belief, Staff Networks	June: Carers, LGBT+, Social mobility
• Autism Awareness Day (IC / EDI team) • Vaisakhi (Sikh) (EDI team) (NEW) • EDI quarterly progress report Q4 2023-24 (EDI team)	• Mental Health awareness week (TTCC) • Dementia action awareness (IC team) • Wesak, Vesak or Visakah Puja (Buddha Day) (Buddhism) (EDI team) (NEW) • National Day for Staff Networks (NEW TBC) (Diversity Networks / EDI / IC)	• Carers Week (EDI team) • Social Mobility Awareness Day (EDI team) (NEW) • Pride Month (Proud)

All Diversity Network events TBC

Themes – Q2 July to September 2024

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July: EDI Strategy progress report	August: LGBT+, South Asian Heritage	September: Family / National Inclusion Week
• EDI Strategy progress report Q1 2024-25	• Pride Month (Proud) • South Asian Heritage Month (Me Network)	• National Childless Week (Balance) • National Inclusion Week (EDI team)

All Diversity Network events TBC

Themes: Q3 October to December 2024

October: Race, Religion and belief, Mental Health, Family

- Black History Month (Me Network)
- Rosh Hashanah (Jewish New Year (EDI team) (NEW)
- World Mental Health Day (TTC)
- Baby Loss Awareness Week (Balance)

November: Religion and belief, Men

- Diwali (Hindu) (Me Network)
- International Men's Day (Women's Network)
- Carers Rights Day (EDI team)

December: Disability, Religion

- International Day of Persons with Disabilities (Disability Network)
- Christmas (EDI team) (NEW)

All Diversity Network events TBC

People Managers briefing: EDI Events Calendar 2024

EDI Team

17 January 2024

Today's session

WHAT IS 'EDI' AND WHY IT'S IMPORTANT IN TPR

TPR'S EDI EVENTS CALENDAR 2024
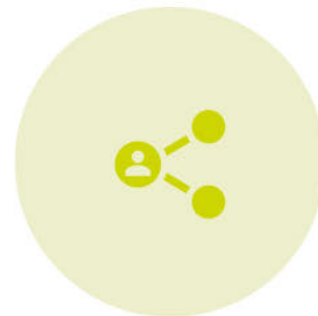
SHARE HOW YOU CAN GET INVOLVED

What is 'EDI'?

Equality - ensuring that every individual has an equal opportunity to make the most of their lives and talents

Diversity - encompass a wider range of individual differences, irrespective of whether they are protected characteristics

Inclusion - the effective involvement of all individuals, creating an environment in which they can thrive and reach their full potential

Launching TPR's EDI events calendar 2024

Identifies key awareness days in 2024

Highlights key events which TPR and Diversity Networks will recognise

TPR focus in 2024: religion and belief, social mobility, age, neurodiversity

Provides a useful reference resource for all colleagues

Promotes an inclusive culture of understanding and respect

January 2024

January 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01 Red January	02	03	04 World Braille Day	05	06 Epiphany Orthodox Christmas (Christian) Baptism of the Lord (Catholic)	07
08	09	10	11	12	13 Lohri Maghi (Sikhism)	14
15 Brew Monday Martin Luther King Day	16	17	18	19	20	21 World Religion Day
22	23	24	25 Mahayana New Year (Buddhism)	26	27 Holocaust Memorial Day	28
29	30	31	01	02	03	04

Key: ■ TPR events

Resources: The EDI hub can be found here.

February 2024

February 2024 — LGBT+ History Month

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	01 Time to talk day	02 Candlemass (Baptist)	03	04 World Cancer Day
05 Race Equality Week Children's Mental Health Week	06 Sexual abuse and sexual violence week	07 National girls and women sport Isra wal Miraj (Muslim)	08 Chinese New Year	09	10	11
12	13	14 St Valentine's Day (Baptist) Lent (Christian)	15 Nirvana Day (Buddism)	16	17	18
19	20 World Day of Social Justice Aromantic Spectrum Awareness week	21	22	23 International Standup to Bullying Day	24	25
26 Eating Disorder Awareness Week Ayyam-i-Ha - The Intercalary Days (Baha'i)	27	28	29	01	02	03

Key: ■ TPR events

Resources: The EDI hub can be found here.

March 2024

March 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	01 Nineteen Day Fast (Baha'i) National Careers Week	02	03
04	05	06	07	**08** International Women's Day	09	10 Ramadan (Muslim) Mother's Day
11	12	13 Sign Language Week	14 University Mental Health Day	15	16	17
18 Clean Monday - Start of Lent (Eastern Orthodox Christian)	19	20 Ostara - Spring Equinox (Pagan) Norous (Persian New Year) Naw-Ruz (Baha'i)	21 Single Parents Day	22	23	24
25	26	27	28	29	30 World Bipolar Day Diversity Pay Gap Report 2023	31 Easter Sunday (Christian)

Key: ■ TPR events

Resources: The EDI hub can be found here.

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How you can get involved

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Take look at the EDI Events Calendar on the EDI hub

Identify if there are any topics or themes you are interested in which you could contribute to or engage with to to increase your awareness and understanding

Share your experience or learning
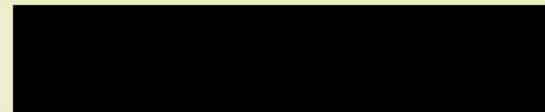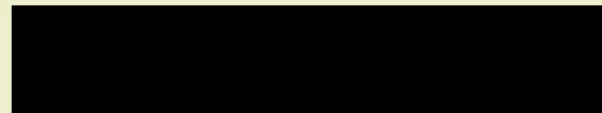
Start the conversation in your team

Encourage your team to do the same

Let the EDI team know if you'd like to get involved and/or what issues you need support on EDI topics or themes

Please email your questions to the EDI team:

EDI talking point: [insert name of EDI event]

Directorate standup briefing
Prepared by the EDI team
Click here to add month and year

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[Insert name of EDI event]

- [Insert a brief introduction to the EDI event by explaining:
  - When it the event
  - What the EDI event is
  - Why the event is important
  - Use visual representation here if appropriate, eg EDI event logo]

How you can do to support your colleagues

- [Insert guidance for all colleagues on how to support individuals and teams at work, including practical issues to consider and adjustments that may be requested]

Further information and resources

- [Provide links to the sources of internal and external support available for all colleagues, if applicable, for example:
- Internal
  - People team policy or guidance
  - Internal events
  - Positive and Inclusive behaviours toolkit learning
  - Atlas articles – colleague stories
  - TPR's EDI membership resources – guides, webinars
- Diversity Networks
- External sources of support:
  - External websites]

People Managers bitesize guide : EDI Calendar

By the EDI team
Click here to add month and year

[Insert name of EDI event]

- [Insert a brief introduction to the EDI event by explaining:
  - When is the event
  - What the EDI event is
  - Use visual representation here if appropriate, eg EDI event logo]

Why is it important?

- [Guidance: Explain why the EDI is important]

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How is it celebrated?

- [Guidance: Provide information on how the EDI event is celebrated]

What should I do as a people manager?

- [Insert guidance for people managers on how to support individuals and teams at work, including practical issues to consider and adjustments that may be requested]

Further information and resources for people managers

- [Provide links to the sources of internal and external support available for people managers, if applicable, for example:
- Internal
  - People team policy or guidance
  - Internal events
  - Positive and Inclusive behaviours toolkit learning
  - Atlas articles – colleague stories
  - TPR's EDI membership resources – guides, webinars
- Diversity Networks
- External sources of support:
  - External websites]

Further information and resources for all colleagues

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- [Provide links to the sources of internal and external support available for people managers, if applicable, for example:
- Internal
  - People team policy or guidance
  - Internal events
  - Positive and Inclusive behaviours toolkit learning
  - Atlas articles – colleague stories
  - TPR's EDI membership resources – guides, webinars
- Diversity Networks
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  - External websites]